

**TOWN OF LAUDERDALE-BY-THE-SEA
COMMISSIONER'S LOBBYIST CONTACT DISCLOSURE**

Reporting Commissioner: _____ Location of meeting: _____

Lobbyist Name: _____ Date of meeting: _____

Lobbyist Employer: _____ Time of meeting: _____

Name of person or entity
for whom/which lobbyist is lobbying: _____

Name(s) of any employer and or principal of the lobbyist at a meeting at which lobbying
activity has occurred:

Purpose and subject matter of meeting:

Date of Disclosure: _____

Acknowledgement of Receipt:

Town Clerk

Date

(c) *Standards of Conduct.* In addition to the provisions of Florida Statutes Chapter 112, Part III, Code of Ethics for Public Officers and Employees; Florida Statutes Chapters 838 and 839; Title 18, Chapter 63 of the United States Code; and Chapter 26, Article V of the Broward County Code of Ordinances, sec. 26-67 et seq., the following Standards of Conduct shall apply to each Elected Official.

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(3) *Lobbyists.*

a. Elected Officials should avoid even the appearance of impropriety in their interaction and dealings with lobbyists registered under their local governmental entity's lobbyist registration system and with the principals or employers of such lobbyists.

b. To promote full and complete transparency, lobbyists and their principals or employers who intend to meet or otherwise communicate with an Elected Official for the purpose of engaging in lobbying activities, either at the Elected Official's offices or elsewhere on the local government's premises, must legibly complete a contact log listing each Elected Official with whom the lobbyist, principal, or employer meets or intends on meeting or communicating.

1. The information stated on the contact log shall include the lobbyist's name; the name of the entity by which the lobbyist is employed; the name of the person or entity for whom or which he or she is lobbying; the name of each Elected Official with whom he or she is meeting or communicating; the date and time of each such meeting; and the specific purpose and subject matter of each such meeting.

2. The contact log shall be completed contemporaneously with the meeting(s) and shall be filed for public inspection.

c. To further promote full and complete transparency, Elected Officials must disclose any and all lobbying activity that knowingly occurs between themselves and individual lobbyists or their principals or employers outside of their governmental offices/premises. This shall include communicating by any form of telephonic or electronic media.

1. The disclosure shall include the lobbyist's name; the name of the entity by which the lobbyist is employed; the name of the person or entity for whom or which he or she is lobbying; the date, time, and location of the meeting; and the specific purpose and subject matter of the meeting.

2. The disclosure shall be made within ten (10) business days of the lobbying activity, but must, in any event, be made prior to any vote on a matter that was the subject of the lobbying activity.

3. The disclosure shall be filed for public inspection.